



Parent & Student Handbook

Lesslie Elementary School

2025 - 2026

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Principal's Message

Hello, Lesslie Elementary Parents!

Welcome back to the 2025 - 2026 school year! Our dedicated faculty at Lesslie Elementary is excited about helping your children meet their full academic potential with effective strategies and a rigorous curriculum. Our teachers are life-long learners, continuously seeking ways to meet all students' needs to promote academic growth. The nurturing environment at Lesslie Elementary fosters social and emotional growth for children as well. We are fortunate to have such a caring, dedicated faculty and staff to work with our children and families.

Please take time to carefully read our handbook which outlines our school's expectations and procedures as well as district policies. Refer back to the handbook throughout the year to answer any questions. If you or your student have a problem or concern, it is always best to contact the teacher initially at 803-981-1910, send an email to the teacher's school email address that can be found on our webpage, or send a message through the communication tool your teacher is using such as Class Dojo. You should receive a response within 24 hours. Additionally, please remember that before and after school, teachers and administrators are supervising students and are often in observations or professional development during the day. You are always advised to call and make sure we are available before coming to the school without an appointment.

We would like to encourage you to stay connected to Lesslie Elementary by visiting our Facebook page and website, following us on X @lseshornets, checking Class Dojo regularly, reading your child's teacher's newsletter, and listening to all automated telephone messages from the school and district.

We are honored and proud to be the administrative team at Lesslie Elementary School as we prepare to celebrate the 120th year of serving the Lesslie community. This is a wonderful school in a supportive community. We look forward to working with you and your student(s) to continue our tradition of excellence.

Sincerely,

Dr. Jean R. Dickson, Principal

Dr. Tanner Slagle, Assistant Principal

Shared Vision and School Goals

At Lesslie, our shared vision is that “as an engaged school community, we are here to support and empower the whole child to become a life-long learner through meaningful relationships and a personalized learning experience.”

At Lesslie, our school goals are to:

- Improve all students' skills in reading, mathematics, writing, language arts, and science as measured by standardized and criterion-referenced tests.
- Continue our efforts to increase parental involvement in school activities and student learning.
- Maintain good attendance for students and staff.
- Maintain and improve the appearance of the school.
- Promote school spirit among students, staff, and parents.
- Actively teach respect, responsibility and good manners.
- Develop critical and creative thinking skills—the ability to use one's mind well.
- Pursue statewide recognition for school and community accomplishments.
- We are dedicated to ensuring that every child at Lesslie receives a quality education.
- Eliminate all barriers that may separate a child from the best education we can offer.

- Promote instructional excellence and high student achievement.

School Day Hours

7:00 am	School doors are opened. All car riders enter through the side entrance near the car loop. All bus riders enter through the back entrance near the bus loop. Students will report to their designated morning holding areas. Breakfast will also be available during this time.
7:30 am	Students will begin transitioning to their classrooms.
7:40 am	The morning bell will ring to let teachers and students know the school day will start soon.
7:45 am	The tardy bell will ring. After this time, a parent must bring in their children and sign them in. All students must be seated in their classroom at this time. Students who are in the building by 7:45 am but who are not in class by 7:45 am will be marked tardy.
10:30 am	Lunch period begins. Contact your child's teacher for your child's specific lunch time.
2:10 pm	The dismissal bell will ring. Car riders will exit through the front car loop. Bus riders, van riders, and walkers will exit through the back bus loop. Be Great Academy students will transition to the cafeteria to eat a snack and take attendance for the afternoon.

Office Hours

Our office hours are from 7:00 am to 3:30 pm. Mrs. Schneider, Mrs. Olney, and Mrs. Back are available during this time. You may stop by or contact the school by calling 803-981-1910.

Morning Arrival

- Please stay along the curb in a single file for morning drop off. Pull up behind the car in front of yours. Students may enter the building at 7:00 am through the side doors. All car riders should be dropped off in the circle at the front of the school between 7:00 am and 7:45 am.
- **Please do not drop your child off before 7:00 am.**
- **If you bring your child to school after 7:45 am, you must walk them in and sign them in in the office.**

Afternoon Dismissal

- **Please pick up any students for early dismissal prior to 1:45 pm.** Students may not be signed out after 1:45 pm. Please make appointments after 2:15 pm when possible. Students will be called to the office when the parent or guardian arrives in the office. For your child's safety, teachers have been told not to release a child to anyone who has not signed the child out in the office.

- Bus riders are dismissed at 2:10 pm.
- Car riders will report to their designated areas to wait at 2:05 pm. We will begin calling cars at 2:10 pm. Your child will come out to you in your car if he/she is a car rider. **Parents are asked to begin lining up no earlier than 1:45 pm. To decrease congestion in our halls, parents are asked to wait in their cars.**
- A car tag will be provided to you for car rider pick-up. You must have a Lesslie car tag displayed to pick up a student. If you do not have a Lesslie car tag, you will need to park and come into the main office to sign the child out. This is a safety precaution to ensure that all students are picked up by the appropriate person(s). If you need an additional sign, please contact your child's teacher or pick one up in the main office. As your car approaches the pick-up point, the duty teacher will call your child out to load your car.
- Our intent is that all car riders will be picked up by adults going through the car lanes. Our goal is to load all cars in 15 - 20 minutes. **All students must be picked up by 2:30 pm.**
- Should you have business inside the school near dismissal time, other than picking up your child, you may park in the lower parking lot. **Do not park and leave your car along the curb in front of the school at arrival or dismissal. This will impede the flow of traffic.**

Transportation Changes

- If you wish to change your child's mode of transportation for that day or a longer period, **please notify your child's teacher in writing. If changes are not sent in writing, the child will be sent home by their normal mode of transportation.**
- **If you must send an email, please email lesslieelementary@gmail.com.**
- Please do not contact the school office via phone to change your child's mode of transportation. It must be in writing. This is a safety issue. We will contact you to verify the handwritten note.

Lunch

- ALL students will receive free breakfast and lunch this year.
- If you are eating lunch with your student and have outside food, you will be asked to sit on the stage with your student. **Please call ahead as stage seating is limited.**
- Students may bring lunch from home. If your child forgets their lunchbox, you may drop it off in the front office. **We cannot accept outside food dropped off for a student's lunch (i.e. Door Dash).**

Recess

- During recess, students have access to playground equipment, two large playgrounds, and tables and benches to enjoy the natural areas.
- Students have 30 minutes outside to play each day. If students cannot go outside due to the weather, they will enjoy a 30 minute indoor recess period.
- When the weather is extremely cold, students may be required to stay inside if they do not have on appropriate clothing. Students are encouraged to bring a jacket during the fall, winter, and early spring.
- At least two teachers from each grade supervise students on the playground. Children are expected to stay in designated areas during recess for their safety.
- **Please send in a note if your student is to remain inside at recess for health reasons.**

Communicaiton

- Look for your child's weekly communication folder that will be home on Tuesdays. This is typically when all notices, work samples, newsletters, and announcements will be sent home with your child.
- Frequent schoolwide communication from Dr. Dickson and Dr. Slagle will be shared via Class Dojo. Class Dojo is a free app and website that allows teachers and schools to share important updates, announcements, and classroom news directly with parents. **Please make sure to join our schoolwide Class Dojo account and your child's teacher's Class Dojo account so you receive these frequent updates and communications.** To join Class Dojo:
 - Option 1: use the mobile app
 - Download the ClassDojo app from the App Store or the Google Play Store.
 - Open the app and create a parent account.
 - When it prompts you to select school choose Lesslie Elementary.
 - At the beginning of the school year, your child's teacher will give you a unique code to connect to their specific classroom. Use that code to join your child's class.
 - Once connected, you'll receive school-wide announcements and classroom updates right on your phone!
 - Option 2: use a computer

- Visit www.classdojo.com.
 - Click “Sign Up” and choose the “Parent” option.
 - Create your account and enter the class code provided by your child’s teacher.
- Please contact your child's teacher at 803-981-1910 or via e-mail if you have a question or concern. If you still have questions or concerns after speaking with the teacher, please contact an administrator. **While the teacher or administrator may not be available immediately, they will return your call within 24 hours.**
 - If your concern needs to be addressed immediately (i.e. bullying, physical abuse, safety concern, risk assessment, threat), please let the receptionist know and your call will be returned immediately by a teacher or administrator.
 - **Please make sure that an updated working number is given to the office. We must be able to contact you in the event of an emergency.**
 - We will periodically use the Parent Notification System. These messages will be sent to inform parents and students of upcoming events and other important messages. Please contact the school with any changes in phone number to ensure that you receive these messages.

Website and Social Media

- Parents are invited to check on events at Lesslie by reading our website at <http://rock-hill.k12.sc.us/les>. It is designed for parents, students, and teachers to find information relevant to our school. While the site links to the Rock Hill School District and many other sources, it is mainly about Lesslie. Visit each grade level to learn about curriculum activities or projects of the students. The site is updated regularly.
- Follow us on Facebook at Lesslie Elementary School.
- Follow us on X (formerly Twitter) at @lseshornets.

Academic Expectations and District Grading Policy

- Progress report and report cards will be issued each nine weeks. The dates can be found on the district website <http://www.rock-hill.k12.sc.us/> and our school website <http://www.rock-hill.k12.sc.us/les>.
- Kindergarten, first grade, and second grade students will have their academics graded on a 1, 2, 3, or 4 scale. Each individual standard and skill will be assessed.
 - 1 for below grade level expectations
 - 2 for approaching grade level expectations
 - 3 for meeting grade level expectations

- 4 for above grade level expectations
- Kindergarten, first grade, and second grade students will also have their behavior and conduct scored.
 - C - consistently demonstrates behavioral expectations
 - S - sometimes demonstrates behavioral expectations
 - R - rarely demonstrates behavioral expectations
- Third grade, fourth grade, and fifth grade students are graded on a 10 point grading scale in reading, writing, math, science, and social studies
 - A for 90 - 100
 - B for 80 to 89
 - C for 70 to 79
 - D for 60 to 69
 - F for 50 to 59
- Third grade, fourth grade, and fifth grade students will also have their behavior and conduct scored.
 - S - satisfactory
 - U - unsatisfactory

Homework

- Reading is daily homework for every child at Lesslie Elementary School. **Reading with your child or supervising your child read each day for at least 20 minutes is impactful and appreciated.**
- Homework may be given Monday through Thursday. Some teachers may regularly assign homework while others may choose not to. If your child says he or she has no homework consistently, contact their teacher to discuss this matter.

Media Center

Students may have out two books at time but must return one or both before getting more. Books not returned by the end of the year must be paid for.

Counseling Services

- Each class has classroom counseling instruction by Mrs. Simon, our school counselor. Topics of instruction can include conflict management, decision making, school success, and social skills. Other classroom counseling topics may be covered by teacher request or counselor recommendation.

- Additional counseling services such as individual and small group counseling may be requested or recommended. Reach out to your child's teacher and/or Mrs. Simon for help with this referral process.
- Student conferences, parent conferences, and agency referrals are also available upon request.

Art, Music, PE, and Computer Lab

- All students have at least one class per week in each of the above subjects. Each subject area teacher also plans and executes a yearly event.
- **When students attend PE with Mr. McDaniel, it is important that they wear tennis shoes.** To ensure the safety of our students during Physical Education classes, all children are required to wear appropriate footwear (tennis shoes) with shoelaces tied when participating in physical education activities. Clogs, flip-flops, Crocs, and high heel shoes are examples of inappropriate footwear that create an inherent danger for the students. Students wearing inappropriate footwear may be excluded from participation in PE and may be given an alternate assignment for that day. We encourage students to bring a pair of tennis shoes in their book bags when they wear sandals or flip flops.

GT (Gifted and Talented)

- The GT program is for students in grades 3, 4, and 5 who qualify as academically gifted and talented. Participating students engage in educational experiences designed to meet their special talents and abilities. GT emphasizes research skills, critical and creative thinking skills and communications skills.
- In South Carolina, all second graders take the CogAT and IOWA test for GT identification. Based on previous scores and current performance, other students may participate in off-grade CogAT testing and Performance Task Assessment testing. Dr. Slagle and MRs. Beleos coordinate this testing.
- Rock Hill Schools follows guidelines mandated by the State Department of Education to determine GT eligibility. Students may satisfy two of the three dimensions to qualify for gifted and talented.

Dimension A - Aptitude	Dimension B - Ability	Dimension C - Performance		
93rd percentile or higher in any of the four scores on CogAT	94th percentile or higher in reading or math on MAP	Dimension A score AND		
Special Note Regarding GT Qualification After CogAT	94th percentile or higher in reading or math on IOWA		Verbal	NonVerbal
		2nd	16 +	16 +

Students whose total score is in the 96th percentile or higher on CogAT will be considered automatic Equalifiers for GT.	qualifying score in reading or math on grade level SC Ready	3rd	18 +	18 +
		4th	16 +	22 +
		5th	18 +	25 +

Additional Services

- A special education teacher provides additional instruction to those students at all grade levels who have been evaluated and determined eligible to receive services (academic, behavioral, speech, occupational therapy, etc.) through an IEP. These students participate in regular homeroom classes and receive supplementary support aligned to their specific needs and goals. **If you suspect your child may have a learning disability and may qualify for an IEP, please reach out to Dr. Slagle.**
- A school nurse is on campus at all times during the school day to provide medical attention to students. **Health forms will go home with students during the first week of school. These forms are critical to ensuring we can keep your child healthy and safe.** Additionally, the school nurse can administer medication to students who have a doctor's order on file. Contact the front office to reach the nurse.
- A school psychologist is available part-time at Lesslie. Contact the front office to reach the psychologist.

Special Activities and Field Trips

- We have opportunities for Lesslie students to take part in field studies related to classroom studies or as rewards for showing proper care for self and others.
- A field study permission form must be signed and returned to the school before a child will be allowed to go on a field trip. Parents will be sent a reminder in the communication folder before every field trip.

Attendance Reminders

Good attendance is extremely important if students are to be successful in school. **This is an area where parents can be helpful by discussing the reasons why regular attendance and habitual promptness are so important to a child's development and learning. The child who comes to school late misses important instructional time. An excessive number of tardies or early dismissal are a violation of the attendance law and must be reported as such.** Parents, please help teach your child the responsibility and importance of attending school and being on time.

- If your child must miss school, send a doctor's excuse or note giving the reason for your child's absence when he/she returns to school. **Parents can write up to five handwritten notes for illness. If this excuse is not turned in within 3 days after the student is back in school, this absence will be unlawful.**
- You will receive a call each day your child is absent or tardy.
- A phone call will notify parents when their child has been absent three days. You will receive a letter after 5 and 10 days.
- Three consecutive, unexcused absences or 5 unexcused absences require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a student attendance intervention plan. If a parent does not comply with the Intervention Plan, they will be referred to the District Attendance Office.
- Students are expected to arrange with their teacher to complete work missed because of absences. Their grades could be affected if they do not.
- **Students who have a combination of 10 tardies and/or early dismissals will not receive perfect attendance at the end of the year, even if they haven't missed a day of school the entire year.**
- Our instructional day ends at 2:10 pm. Please schedule your child's doctor and or dental appointments after school hours. If this is not possible, come to the main office first and sign your child out. We will call your child to come to the office to meet you.
- Students may not be signed out after 1:45 pm. Please make appointments after 2:15 pm when possible. Students will be called to the office when the parent or guardian arrives in the office. For your child's safety, teachers have been told not to release a child to anyone who has not signed the child out in the office.
- With the state's accountability law in effect, schools are being required to pay closer attention to loss of instruction time. Each time you pick your student up early, he/she is losing valuable instruction time. Please be advised that 10 early dismissals are considered excessive. After 10 early dismissals, if not followed up with a medical excuse, you will be referred to the Attendance office. If the problem continues it could result in a referral to Family Court.

Leave These Items at Home

- We come to school to focus on learning. Students should not bring extra sums of money, valuables, cell phones, iPods, gaming devices, or other toys. They may be lost, stolen, and/or may interfere with

instructional time. These items will be taken from a student and kept by the teacher or principal until picked up by his/her parent.

- We welcome students bringing in water bottles. Water bottle refill stations are located around the building in addition to water fountains. If your child brings a water bottle, please remember to put their name on the bottle. **We also ask that you not bring metal water bottles.** When metal water bottles are dropped onto the tile floor, the noise is jarring and causes disruptions to school operations.

Student Dress Code

- Pants must be worn at waist level. Underwear may not be visible above the waistband of the pants. Belts must be worn if they are needed to hold up pants.
- Children may not wear shirts or other garments with messages that might, in the teacher's judgment, embarrass or offend others. Should this happen, your child will be asked to reverse the shirt or to call home for a change.
- Head coverings (scarves, stocking caps, hoods, hats, ears, towels, sunglasses, bandanas, etc.) are not allowed except for religious reasons or for school spirit days. School spirit days will be made known to families in advance.
- **Shorts, skirts, and dresses must be fingertip length without pulling and adjusting.**
- Costumes and furry outfits, tails, footwear, ears, and any related accessories are not permitted.
- Shirts and blouses must cover the shoulders. Halter-tops, spaghetti straps, tank tops, or shirts with excessively large armholes are not permitted.
- While flip flops and sandals are allowed, you should send a second pair of shoes in your child's book bag in case of PE, recess, or in case the shoe breaks during the school day.

Student Medication

- The school nurse must keep and administer all medicines in the office.
- Prescription medications must have a current label and date on the bottle. If you need a bottle at home and at school, the pharmacy will be happy to give you a second bottle with the appropriate label if you explain the reason.

- Medications must be in their original container or bottle. This includes all over-the-counter medications such as Tylenol or Benadryl and prescription medications.
- **All medications must be brought in and picked up by a parent or guardian. Medication may not be brought to school in a child's bookbag or taken home by the child. This is a Rock Hill Schools policy.**
- Prior to giving over-the-counter medication at school, a parent or guardian must sign a permission slip with the school nurse. Prescription medications require both physician and parent or guardian signatures prior to being administered by the school nurse. Contact the school nurse with questions.

School Visitors

- When you arrive to visit a class, volunteer for an event, attend a field trip, or have lunch with your child, please sign in at the front desk in the main office before going to the classroom or cafeteria.
- **Your driver's license is required when signing in.**
- Please silence and refrain from using your cell phone while in the building.
- All visitors need to check out with the front desk when leaving the building.
- Please park in the lower parking lot or designated visitors parking spaces. Please do not park in the circle in front of the school.

Volunteers and Chaperones

- Volunteers tutor students, read to students, prepare materials for teachers, act as chaperones on trips, and support our school program in many ways.
- All volunteers must complete an application and be approved. You can find the link on the district's webpage to complete the volunteer application. Once you have been approved you will receive an email and a volunteer card which you can then bring with you to the school to volunteer. **Without this approval email or card in hand you will not be allowed to volunteer in any capacity at our school or chaperone a school field trip. Being an approved volunteer is vital to keeping students safe.**
- Volunteers should follow the visitor sign-in procedures. Remember to sign in and out at the front desk. This is not only for safety purposes, but also to ensure accurate tracking of your volunteer hours.

Safe and Healthy Environment

- **All exterior doors of the school are locked during the school day.** You must enter the school, once signed in, through a locked door managed by the front office staff.
- Weapons are prohibited. **Please do not bring any weapon on school grounds.**
- Lesslie is a smoke free zone. **Please do not smoke on the premises.**

Weather Closings and Delays

- Parents will be notified of weather closings and delays through the district's parent notification system. Phone calls, text messages, and emails are typically sent by the District Office. Please be sure to keep the office informed of changes in phone numbers and email addresses so you receive these updates. Dr. Slagle also communicates changes through Class Dojo.
- Parents are advised to work with their children on a plan to follow when school has to dismiss early. Children who are car riders should know who will pick them up, and children who ride school buses should know what to do when they arrive home if parents are not there.
- Should we miss school due to inclement weather, the district will announce a weather make-up day. These days are built into the district calendar each year. Over the last few years, inclement weather days have frequently begun to follow an eLearning Day schedule. **eLearning Day assignments will be sent home and must be completed and returned to school within five school days.** Specific guidance will be provided when an eLearning Day is called for the district.

Parent Teacher Organization and School Improvement Council

- We are very proud of and thankful to the Parent Teacher Organization (PTO) and School Improvement Council (SIC) at Lesslie Elementary. You can support these organizations by joining the PTO/SIC. If you have a desire to help, our PTO/SIC will get you plugged in! Remember, we need you!
- The PTO supports all parts of our school through volunteers and fundraisers. Money raised from fundraisers directly supports our school by providing special activities and materials for students.
- You can search for the PTO on Facebook (Lesslie Elementary PTO). There is a public Facebook page and a closed Facebook group. Dr. Slagle frequently puts information from these pages on Class Dojo.

Student Opportunities to Lead and Serve

We have numerous chances for Lesslie students to learn and to be recognized for successful participation in learning and for caring for themselves and others.

- Terrific Kids are chosen monthly by each homeroom teacher and recognized by a representative of the Kiwanis Club. Terrific Kid recognition ceremonies are held the first Friday of each month at 8:15 am. Parents are notified by a letter sent home with their child.
- Special groups such as Safety Patrol, student mentors and buddies, Recycling Team, Junior Beta Club, and 4H Club offer chances for older students to assume responsibility for school functions.
- Many of our classes become yearlong buddies with one another to provide older and younger students the opportunity to work together to read, complete service projects, and spend time in fellowship. These opportunities help both older and younger students gain confidence and develop relationships.

Schoolwide Expectations and Procedures

- **All students are encouraged to be respectful, responsible, and safe at Lesslie Elementary.** Behavior matrices have been developed for all areas of our campus (classrooms, bathrooms, cafeteria, playground, hallways, buses, etc.). Respectful, responsible, and safe behaviors are taught and practiced.
- Classroom teachers and school administrators spend time reviewing schoolwide expectations and procedures during the first few weeks of school and after long breaks (Winter Break, Spring Break, etc.). Assemblies are held, as needed, to teach, practice, and review learning expectations and procedures for all Lesslie Hornets.

Responsive Schools and Responsible Students

As educators, we have the responsibility to be responsive to the needs of our students. Students have the responsibility to make responsible choices. Establishing guidelines and consequences for student behavior reduces distractions and disruptions. This assures a quality education for students in an environment conducive to learning. Our discipline system is based on the following principles:

- Every child has the right to a quality education.
- Every student will contribute to the classroom in a positive manner.
- Students will engage in behavior that is in his or her best interest.
- Student's achievement is based on choices. We expect our students to choose EXCELLENCE!

Our teachers will have classroom rules and positive consequences for students who choose to follow the rules and procedures. There will also be negative consequences and opportunities for reteaching and reflection for those who choose to not follow the rules.

Student Conduct and Discipline Policy with Consequences

At Lesslie Elementary, we strive to maintain a safe, respectful, and productive learning environment. Teachers establish and teach consistent routines while promoting positive behaviors aligned with our school values. Student conduct directly influences classroom culture and learning outcomes.

Positive Behavior Support

Teachers use the power of positive recognition to reinforce desirable behavior. Students are frequently acknowledged for their efforts, improvement, and achievements. Students are responsible for their choices. Their behavior determines whether they receive positive or negative consequences.

Corrective Classroom Behavior Interventions and Strategies

- non-verbal and verbal redirection
- private student conference
- change of seating assignment
- loss of classroom privileges
- parent contact (call, note, or email)
- behavioral contract
- daily behavior report sent home
- time-out within the classroom or in another classroom
- silent lunch, lunch detention, or working lunch
- isolated recess

Student Behavior Expectations

- act in ways that reflect positively on the school
- exercise self-control in both body and mind
- demonstrate cooperation, respect, and responsibility
- help create an environment where all Lesslie students can succeed

Suspensions and Expulsion from School

Any behavior that significantly disrupts learning or violates the rights of others may result in suspension or expulsion. Suspensions are not considered lawful absences. Daily assignments are not guaranteed to be made up. However, major tests covering extended content will be made up. A recommendation for suspension or expulsion in no way rescinds the right of the principal to have a student arrested when the conduct of the student has violated “the law” or poses a threat to property or the well-being of the other students or staff.

Tier 3 Behavior Support Program

Students in kindergarten through fifth grade who are capable of working at or above grade level but whose academic progress is hindered by behavioral challenges may be referred to the Tier 3 Behavior Modification Program. This is a short-term intervention designed to support behavior improvement and student success.

Referral to the Principal, Assistant Principal, and/or Dean of Student Leadership

- Many behaviors are considered “teacher managed” behaviors and will result in a minor referral. Teachers should communicate these behaviors and corrective actions with families. Other behaviors are more severe and are considered “office managed” behaviors. When a teacher submits a major referral for an “office managed” behavior, a member of the school administration will contact the child’s parent or guardian to work through the incident.
- Each teacher will have a plan in place to redirect students to maintain on task behavior. Consistent off task behavior may result in a minor referral and a telephone call or a conference with the parent. While not inherently an “office managed” behavior, consistent severe or persistent class disruption may be referred directly to an administrator.
- Paper copies of major discipline referrals will be sent home with the student to be signed by a parent or guardian. Referrals will include details of the incident as well as actions taken. Signed referrals should be returned to and administrator.
- Administrators may assign a variety of consequences to students for major referrals. These actions are to provide a space for reflection and reteaching. These actions include, but are not limited to:
 - in school suspension
 - out of school suspension and re-entry conference
 - parent conference (in person or via phone call)
 - restorative justice conversations with classmates or teachers
 - a behavioral essay co-written by the student and an administrator to be copied by the student, signed by a parent or guardian, and returned to the administrator
 - any previously mentioned corrective classroom behavior interventions and strategies
- Having an orderly and safe school is necessary. **Therefore, there are three behaviors which will result in removal from school, a parent conference, possible referral to law enforcement, and possible recommendation for expulsion from school for up to one semester.** These behaviors are:
 - taking part in a fight
 - assaulting a teacher or student
 - bringing illegal drugs, alcohol, or a weapon onto school property

- **We understand that many parents and guardians tell their children they are allowed to hit back and “defend themselves” if someone hits them. Please know that whether or not your child hits first, he/she will be removed or suspended for being in a fight. You must come to school for a conference if your child takes part in a fight.**

Threats to School Personnel

It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of a school any letter or paper, writing, print, mission, document, or electronic communication or any verbal communication which contains a threat to take the life or inflict bodily harm upon the public official, teacher, or principal or members of their immediate families. (SC 16-17-420) (SC 16-3-1040)

Telephone Usage on Campus

Cell phones should be off and put away during the school day. An initial warning will be given. Subsequent cell phone violations will result in a student’s phone being confiscated by an administrator. Cell phones must be picked up in the front office by a parent or guardian.

Children will not be allowed to make telephone calls during the school day except in cases of emergency. Students will not be called out of class to take phone calls from parents, or to return a phone call to a parent for any reason. In case of illness or accident, a staff member will make the call. The telephone cannot be used to call home for money, forgotten books, homework or to make after school transportation arrangements.

DO: Student Transportation Regulations

STUDENT TRANSPORTATION REGULATIONS



TRANSPORTATION COMPLEX 803-980-2022

ROCK HILL SCHOOLS

PO BOX 10072

RHSC 29731

**"A Safe Child – A Safe Trip"
Is OUR Goal**

59-67-245 INTERFERENCE WITH OPERATION OF SCHOOL BUS

No person shall willfully and wrongfully, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering and leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene, or profane language, leaving or waiting for a school bus, is disorderly conduct, and any person convicted of the use of such language shall be punished as provided in 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities. (Fine up to \$200 – First Offense)

STUDENT TRANSPORTATION REGULATIONS

School bus transportation is authorized only for pupils regularly enrolled in public school in grades K-12. This is a privilege to enjoy rather than a right.

The transportation division of Rock Hill School District Three will do everything within its power to provide the best equipment, drivers, and the safest program possible. We ask for cooperation in making this possible.

WHILE WAITING TO BOARD A BUS

1. Students should arrive at the bus stop only minutes ahead of the bus. The driver will not wait for children not at the bus stop.
2. While waiting for the bus, books, clothing, or other articles should not be placed in the roadway.
3. The roadway should be clear at all times, and students should not play in the path of traffic while waiting for the bus.
4. Students should stand well away from the road when the bus approaches.
5. Students should not damage property such as flowers, shrubbery, windows,

fences, and other items while waiting for a bus.

6. Making excessive noise distracts the driver.
7. Bothering others at bus stops or on the way to and from school bus stops is not allowed.
8. Students should never run alongside the bus but should wait until it stops and then walk to the door.

WHILE RIDING ON THE BUS

1. The driver of a school bus is in complete charge of the passengers while they are aboard. Please do as the driver asks. If you have a complaint, contact your principal.
2. Seats can be assigned or re-assigned upon a moment's notice, by the driver or principal.
3. Do not sit on books; hold them in your lap. Keep the aisles clear.
4. Passengers should be seated immediately and remain seated while the bus is in motion. If it is necessary to stand, be sure to hold onto the back of a seat.
5. Never extend arms, legs, or head out of the bus.
6. Refrain from talking to the driver except in an emergency.
7. Do not tamper with the emergency door, fire extinguisher, or other equipment on the bus.
8. Passengers must not mar or deface the bus and seat coverings must not be damaged. Any damage to the bus or seats should be reported to the driver as soon as possible.
9. Only the driver or other authorized person should remove first aid equipment, which is to be used only for emergency treatment.
10. Passengers are not permitted to open bus windows. This should be done only by the

driver when necessary or with the driver's permission.

11. Passengers must not fight, scuffle in the bus, or create loud disturbances.
12. Passengers must not shout on the bus.
13. Wastepaper, gum wrappers, etc., should not be thrown on the floor. Place trash in the receptacle as provided near the entrance to the bus.
14. Smoking, eating, and drinking are not permitted on school buses.
15. The use of profanity on the school bus is prohibited, as well as obscene gestures.
16. Never throw objects on or from the bus.
17. The bus driver is the manager of the bus.
18. Proper school dress code is enforced.

PERSONAL PROPERTY & PRIVATE ITEMS

We will confiscate any personal property and/or private items that cause commotion and/or distraction. Leave personal property and private items at home. We will not be responsible for the loss or return of such items either before or after such are confiscated.

Glass, pressurized cans, and/or large school/project items are not allowed on the bus. Transport such by your family vehicle to and from school. No balloon or party items.

Book bags. Small band instruments must be kept in the "student's space," on the lap or between the legs. These items cannot be shown above the seat line of sight. No animals, insects, hard board, or sharp objects, personalized containers, or objects can be stored under seats, in aisles, or other bus nook areas. No balloons or non-academic items. No flammable items/substances or explosive items/materials. All carry-on items require approval prior to approaching the bus.

ON THE TRIP HOME

1. Passengers are permitted to leave the bus only at regular designated stops. Any change must be made with the parents'

request in writing and approved by a school official.

2. The student, after alighting from the bus (if he must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus safety patrol directs him to cross.
3. NEVER cross the road at the rear of a stopped school bus.

GENERAL INFORMATION

1. Students are expected to ride buses that make stops closest to their homes.
2. Students are not permitted to switch buses just for fun or to catch an earlier or later bus.
3. During inclement weather, bus stop locations must remain the same.
4. Complaints regarding the bus driver should be directed to the Assistant Director or Director of Transportation.
5. Each eligible rider is afforded one seat area of space for self and legal carry-ons.
6. All bus students are to obey the principals and teachers at each school their bus serves. Any student who, in any manner of conduct, disobeys any school official on any school ground could forfeit transportation privileges.
7. Regulations are for the protection of students, school officials, and school equipment. If a bus student has no regard for the transportation privileges and creates problems on or off the school bus, the student will lose the privilege of riding any school bus in Rock Hill Schools.
8. While the transportation Department of Rock Hill Schools wishes to conduct student affairs in a friendly, influential manner, students are obligated to respect school officials and the bus driver. If a bus student shows disrespect for school officials or property and equipment, the

transportation department will take such action as necessary.

9. Your transportation is valuable to your personal needs. Protect it. Don't Lose It!

WEAPONS, VIOLENCE, AND GROSS MISBEHAVIOR

The possession of any weapon or object that can be used as a weapon...any act of violence at or violence at or upon another person on the way to a bus stop or at any bus stop or on any school bus on the way home from a bus stop...any other acts of gross misbehavior will result in loss of bus riding privileges.

CARRY-OVER POLICIES

1. Any student who earns a suspension during the last day of the school year will be subject to serving the remainder of such suspension the following school year.
2. When, in the judgment of the Director of Transportation, any bus student's behavior endangers the lives of bus students, the Director of Transportation may expel that student immediately for the remainder of that school year.
3. Misbehavior on the last day of school on the home trip will be addressed the following year and/or by legal actions.
4. A student shall be subject to transportation laws, rules, and regulations from the time that he/she steps onto a school bus until the school bus route is completed or until the student arrives at his normal destination. Normal destinations shall either be home or school unless otherwise specified by the Assistant Director or the Director of Transportation.
5. All appeals must be made to the Director of Transportation.
6. The Director of Transportation may delegate his authority to any administrator.

7. Riding any bus when under bus suspension can result in indefinite bus suspension.

RESPONSIBILITY OF PARENTS

1. Parents should report all misconduct on school buses to the principal.
2. Parents should report all traffic hazards, carelessness on the part of the bus driver, etc., to the principal or Director of transportation (803-980-2022).
3. Parents should encourage students to observe all safety and conduct regulations established for the efficient operation of the school bus.
4. Parents should observe extreme caution when approaching bus stops, moving buses, or stopped buses.
5. Parents should help supervise large numbers of students at bus stops.
6. Parents should see that their children are at the bus stop at the appropriate time.
7. The transportation Department has the power to deny students the privilege of school bus transportation whose parents refuse to cooperate and comply with SC State Laws and the regulations of Rock Hill School District Three.

SUSPENSIONS

The proper conduct of students will govern their success or failure in life. With the great potential dangers involved in school bus transportation, behavior on the bus must be the best possible.

The following procedures have been adopted to both instill and maintain acceptable behavior at its optimum while students are riding our school buses. It is the responsibility of each student riding a school bus to learn quickly and follow effective behavior guidelines.

ELIGIBILITY STATUS

1. Minor Violations
 - a. 1st and 2nd – Warning
 - b. 3rd – One day off bus
 - c. 4th – One day off bus
 - d. 5th – Two days off bus
 - e. 6th – Two days off bus
 - f. 7th and more – Three days off bus for each incident
2. Major Violations
 - a. 1. Warning
 - b. 1st suspension conditional (1 week)
 - c. 2nd suspension (1 week)
 - d. 3rd suspension (2 weeks)
 - e. 4th suspension (all year)



DO: Notification of Rights Under FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information: The following information is releasable upon request at the discretion of the principal of each school: the student's name, address, telephone number, date and place of birth, photo, subjects' study, participation in officially recognized activities and sports, weight, and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

Notificación Modelo sobre Derechos conforme a FERPA para las Escuelas Primarias y Secundarias

La Ley de Derechos Educativos de la Familia y la Confidencialidad (Family Educational Rights and Privacy Act), conocida por sus siglas en inglés FERPA, confiere a los padres y los estudiantes mayores de 18 años (denominados "estudiantes aptos") ciertos derechos con respecto a los expedientes académicos o registros educativos del estudiante. Estos derechos son:

1. El derecho a inspeccionar y revisar el expediente del estudiante en un plazo de 45 días contado de la fecha de petición de acceso. El padre o estudiante apto debe presentar al director de Escuela [o el correspondiente funcionario escolar] una petición por escrito que señale el documento o los documentos que desea inspeccionar. El funcionario de escuela se encargará del acceso y de notificar al padre o el estudiante apto respecto a la hora y el lugar donde los documentos se pueden inspeccionar.
2. El derecho a solicitar una modificación del registro que el padre o el estudiante apto estime inexacto o equivoco. Un padre o estudiante apto puede pedirle a la escuela que se modifique un registro que él considere inexacto o equivoco. Debe dirigirse por escrito director de la escuela [o al correspondiente funcionario], señalar con claridad la parte del registro que desea que se modifique , y especificar por qué es inexacto o equivoco. Si la escuela determina no modificar el registro en el sentido de la petición presentada por el padre o el estudiante apto, la escuela notificará al padre o el estudiante apto sobre la decisión y le avisará sobre su derecho a una audiencia en relación con la petición de modificación. Se

proporcionará información adicional al padre o el estudiante apto sobre el procedimiento de audiencia al ser notificado sobre el derecho a audiencia.

3. El derecho a dar consentimiento para la divulgación de información susceptible de identificación personal contenida en los expedientes académicos del estudiante, salvo en los casos señalados por FERPA que autorizan la divulgación sin consentimiento. Una excepción, que permite la divulgación sin consentimiento, se trata de la divulgación a los funcionarios escolares con intereses educativos legítimos. Un funcionario escolar es un empleado de la escuela en calidad de administrador, supervisor, instructor, o personal de apoyo (incluyendo el personal de salud o médico y el personal de la unidad de seguridad o policial); una persona que integre el Consejo Escolar; una persona o compañía con la cual la escuela contrate para desempeñar una función particular (como un abogado, un auditor, un consultor médico, o un terapeuta); o un padre o estudiante que se desempeñe en un comité oficial, tal como un comité de disciplina o de procedimientos conciliatorios de disputas laborales, o que asista a otro funcionario escolar en el ejercicio de sus funciones. Un funcionario tiene un interés legítimo si el funcionario necesita revisar un registro educativo a fin de cumplir con su responsabilidad profesional. [Optativo] A petición, la escuela divulgará sin consentimiento registros educativos a los funcionarios de otro distrito escolar en donde el estudiante piensa o pretende matricularse. [NOTA: Según lo dispuesto por FERPA, un distrito escolar tiene la obligación de hacer un intento razonable de notificar al padre o el estudiante apto sobre la petición de expediente a no ser que se señale en su notificación anual que tiene la intención de hacer llegar los expedientes en respuesta a la solicitud.]
4. El derecho a presentar un reclamo ante el Departamento de Educación de EE.UU. respecto al presunto incumplimiento con los requisitos de FERPA por parte de la Escuela. El nombre y la dirección de la Oficina que administra FERPA son:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Información del Directorio: Los siguientes datos se entregan a petición del solicitante y a la discreción de la dirección de cada escuela: nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, foto, asignaturas estudiadas, participación en actividades y deportes reconocidos oficialmente, peso y estatura de los miembros de los equipos de atletismo, fechas de asistencia (anual y diaria), diplomas y premios recibidos, y nombre de la última o anterior agencia o institución educativa a la que asistió el estudiante. Los padres o tutores de los estudiantes que asisten a las escuelas de Rock Hill que prefieran que los datos mencionados anteriormente no se divulguen sin el consentimiento previo de los padres o tutores, deben notificar por escrito a: Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 antes del martes siguiente al Día del Trabajo. En el caso de recibir dicha notificación, se lo notificaremos a la escuela a la que asiste el/la estudiante.

DO: Elementary Attendance Guidelines and Regulations

ELEMENTARY SCHOOLS - Guidelines for Implementing Student Attendance Regulations

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical or legal statement. If a written excuse or medical/legal statement is not provided to your school's Attendance Office within three days after the student is back in school, this absence will be unexcused. The maximum number of parent notes accepted and recorded for illness as a lawful/excused absence is five per school year.

Tardies: All students who are not in their classroom by 7:45 am will be receive an unexcused tardy. The only exceptions are for students who are tardy are due to a medical appointment or a late bus. A tardy will only be excused when a medical note is presented at the time of arrival to school or approved by the principal for extenuating circumstances.

Students will be considered absent lawfully and excused when:

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice)
- There is a recognized religious holiday of their faith.
- The student is suspended out of school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school hours.

Students will not be excuse or receive a lawfully absent for family vacations, non-sponsored school event or any personal reason not associated with the school will not be excused. This is part of SC State Compulsory Attendance Law.

Early Dismissal: Students are not allowed to leave school after 1:45 pm UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes will be made AFTER 1:45 pm.

Student Attendance Intervention Plans

After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. The maximum number of days a student allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is a key factor used in the promotion/retention decisions for grades K-5.

Citation: South Carolina Code of Laws 59-65-50, 60 & 70, and South Carolina Board of Education Regulations

ESCUELAS PRIMARIAS - Directrices para la implementación del reglamento de asistencia estudiantil

Cualquier estudiante que falte a la escuela debe presentar una excusa por escrito, firmada por un padre/tutor, o una declaración médica o legal. Si no se proporciona una excusa por escrito o una declaración médica/legal a la Oficina de Asistencia de su escuela dentro de los tres días posteriores al regreso del estudiante a la escuela, esta ausencia será injustificada. El número máximo de notas de los padres aceptadas y registradas por enfermedad como ausencia legal/justificada es cinco por año escolar.

Tardanzas: Todos los estudiantes que no estén en su salón de clases a las 7:45 am recibirán una tardanza injustificada. Las únicas excepciones son para los estudiantes que llegan tarde debido a una cita médica o a un retraso en el autobús. Una tardanza solo será justificada cuando se presente una nota médica al momento de la llegada a la escuela o sea aprobada por el director por circunstancias atenuantes.

Los estudiantes serán considerados ausentes legalmente y justificados cuando:

- Están enfermos y su asistencia a la escuela pondría en peligro su salud o la salud de los demás.
- Hay una muerte o enfermedad grave en su familia inmediata, con la documentación adecuada (boletín, aviso de muerte)
- Hay una fiesta religiosa reconocida de su fe.
- El estudiante es suspendido fuera de la escuela.
- Hay una cita médica o legal necesaria que no se puede programar fuera del horario escolar.

Los estudiantes no serán excusados ni recibirán una ausencia legal por vacaciones familiares, eventos escolares no patrocinados o cualquier razón personal no asociada con la escuela no será excusada. Esto es parte de la Ley de Asistencia Obligatoria del Estado de Carolina del Sur.

Salida temprana: Los estudiantes no pueden salir de la escuela después de la 1:45 pm A MENOS QUE el padre/madre presente en la oficina una tarjeta de excusa/cita médica en el momento de la salida. Además, no se realizarán cambios de transporte DESPUÉS de la 1:45 pm.

Planes de intervención de asistencia estudiantil

Después de tres ausencias consecutivas o un total de cinco ausencias ilegales, las normas requieren que los funcionarios escolares se comuniquen con el padre/tutor para una conferencia. El propósito de esta conferencia es identificar las razones de las ausencias de su estudiante y completar un Plan de Intervención de Asistencia Estudiantil. La cantidad máxima de días que un estudiante puede perder es DIEZ por año escolar (legal o ilegal). Cuando un estudiante se ausenta más de 10 días, la asistencia es un factor clave que se usa en las decisiones de promoción/retención para los grados K-5.

Cita: Código de Leyes de Carolina del Sur 59-65-50, 60 y 70, y Reglamentos de la Junta de Educación de Carolina del Sur.

DO: Code of Conduct (AR JICDA-R)

AR JICDA-R Code of Conduct

Issued 12/23

Level I - Behavioral Misconduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.
- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges-R
- detention
- in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

Level II - Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly
- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- temporary removal from class
- temporary or permanent removal from bus
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

Level III - Criminal or Obscene Conduct

Criminal or obscene conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal or obscene conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms
- fighting – Middle and High Schools
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- sextortion vandalism (major)

- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds-R
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family
- profane or abusive language to staff, including School Safety officers and School Resource Officers and volunteers

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five-day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)

Extenuating, Mitigating, or Aggravating Circumstances

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an

opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Discipline of Students with Disabilities

Disciplinary process

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

Program prescriptions

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student with disabilities'

individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

Expulsions

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability, then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP. The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions.

Issued 5/28/90; Revised 8/26/91, 5/29/07, 4/15/11, 2/27/12, 5/23/16, 6/13/23, 12/12/23

DO: Possession and Use of Personal Electronic Devices or District-Owned Devices (Policy JICJ)

Policy JICJ Possession/Use of Personal Electronic Devices or District-Owned Devices

Issued 6/23

Purpose: To establish the basic rules for the board's permission of personal electronic devices or district-owned devices on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

Personal Electronic Device

For purposes of this policy, "personal electronic device" includes, but is not limited to, cell phones, pagers, gaming devices, or other devices that emit an audible signal, vibrate, display a message, display or record an image or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell. Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times or use for unlawful activities.

A student in possession of a personal electronic device in conflict with this policy will be subject to discipline as provided under administrative rule JICJ-R.

Violations of this policy may result in the confiscation of the device and all its components. Students are not allowed to erase the history or remove the battery, SIM card or any other part of the device before giving it to the school official. Students will receive the phone at the end of the school day. The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

District-Owned Device

The district may provide students with electronic devices including, but not limited to, tablets or laptop computers in an effort to enhance students' learning experience. The district will determine the device that best suits the needs of the students.

Students will have no expectation of privacy with respect to any information contained on these devices. District-owned devices may contain tracking software to recover lost or stolen devices. Students are not allowed to erase the history or remove the battery, SIM card, or any other part of the device. Students will abide by the district's acceptable use policy (IJNDB) established for the use of technology resources. Students

who violate the acceptable use policy or do not follow instructions for the proper use of the device on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds, will be subject to discipline according to administrative rule JICJ-R.

Students are responsible for the care of the district-owned device. Parents/Legal guardians will cover the cost of damage to or loss of the device. Students will return the device at the end of the school year or when directed by an administrator.

Adopted 7/28/03; Revised 6/28/10, 6/25/12, 8/27/12, 5/23/16, 8/22/16, 6/13/23

Legal References: S.C. Code of Laws, 1976, as amended: Section 59-63-280 - Requires board to adopt a policy on student use of electronic devices.

DO: Gavin's Law - Sexual Extortion (Policy JICFB)

Policy JICFB Gavin's Law (Sexual Extortion) (Student)

Issued 12/23

The district is committed to maintaining a learning environment free from intimidating or harassing behavior of any kind, including sexual extortion. In keeping with this commitment, the district prohibits any student, staff, or third parties from engaging in any behavior that would satisfy the definition of sexual extortion or aggravated sexual extortion as described in state law. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual extortion or who has participated as a witness in an investigation.

Definitions

- Adult means a person 18 years or older.
- Minor means any person under 18 years of age at the time of the alleged offense.
- Great bodily injury means bodily injury which causes a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of a bodily member or organ.
- Private image means an image depicting sexually explicit nudity, sexual activity, or sexual conduct as defined in state law.
- Image means a photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any other reproduction made by electronic, mechanical, or other means.
- Disclose means exhibit, transfer, publicize, distribute, or reproduce.
- Sexual extortion means intentionally and maliciously threatening to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain

from doing an act against his/her will, with the intent to obtain additional private images or anything else of value.

The following information provides descriptions of the different sexual extortion offenses and includes the applicable criminal penalties. The district's authority does not extend to enforcement of criminal penalties. However, the district will assist with the process by notifying the appropriate law enforcement agency of violations as is anticipated by state regulation governing minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Felony Sexual Extortion

A person commits felony sexual extortion if the actor intentionally and maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value.

A person convicted of felony sexual extortion is subject to the following:

- imprisonment for not more than five years for a first offense
- imprisonment for not more than ten years for a second offense
- imprisonment for not more than twenty years for a third or subsequent offense

Aggravated Felony Sexual Extortion

A person commits aggravated felony sexual extortion if the actor intentionally or maliciously threatens to release, exhibit, or distribute a private image of another in order to compel or attempt to compel the victim to do any act or refrain from doing any act against his/her will, with the intent to obtain additional private images or anything else of value and either: the victim is a minor or a vulnerable adult and the person convicted of sexual extortion is an adult; or the victim suffers great bodily injury or death and the finder of fact finds beyond a reasonable doubt that the sexual extortion of the victim was the proximate cause of the great bodily injury or death.

A person convicted of aggravated felony sexual extortion is subject to imprisonment for not more than twenty years.

Misdemeanor Sexual Extortion

A minor convicted of sexual extortion is guilty of a misdemeanor and must be sentenced by the family court. As a condition of sentencing the family court may order behavioral health counseling from an appropriate agency or provider.

Notification

This policy and information regarding Gavin's Law will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public.

Reporting

Any student who feels he/she has been subjected to sexual extortion is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously but formal disciplinary action by the district will not be taken solely on the basis of an anonymous report.

The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of sexual extortion. The district also prohibits any person from falsely accusing another as a means of intimidation, bullying, or harassment.

District Level Discipline

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this policy. The district will enforce this policy through appropriate disciplinary actions for violators.

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion, and will be referred to law enforcement officials, as appropriate, consistent with policy JICDA, Code of Conduct.

Staff members found in violation of this policy will be subject to disciplinary action, up to and including termination and will be referred to law enforcement officials, as appropriate, consistent with district policy, including GBEB, Staff Conduct and GBEBB, Staff Conduct with Students.

Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and will be referred to law enforcement officials, as appropriate.

Adopted 12/12/23

Legal References: S.C. Code of Laws, 1976, as amended: Section 16-15-305 Disseminating, procuring, or promoting obscenity unlawful; definitions; penalties; obscene material designated contraband. Section 16-15-375 Applicable definitions. Section 16-15-430 - Gavin's Law. S.C. State Board of Education Regulations:

R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

DO: Harassment, Intimidation, or Bullying (Policy JICFAA)

Policy JICFAA Harassment, Intimidation or Bullying

Issued 1/16

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation, or bullying. The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with the orderly operation of the school
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules, and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a

student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers, and members of the community, including its applicability to all areas of the school environment as outlined in this policy.

The superintendent or his/her designee will also ensure that a process is established for discussing the district policy with students.

Adopted 1/22/07; Revised 11/28/11, 1/25/16 (Cf. GBEB, JIC, JICDA)

Legal references: S. C. Code, 1976, as amended: Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions). Section 59-19-90 - General powers and duties of school trustees. Section 59-63-110, et seq. - Safe School Climate Act. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities. Section 59-63-275 - Student hazing prohibited. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. Federal Cases: *Kolwalski v. Berkeley County Schools*, 652 F.3d 565 (4th Cir. 2011). State Board of Education Regulations: R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

DO: McKinney-Vento Rights

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness, which is defined as children who lack a fixed, regular or adequate nighttime residence. School-age children may qualify for certain rights and protections under the federal McKinney-Vento Act if your family lives in any of the following situations:

- a motel or campground due to the lack of an alternative adequate accommodations
- a car, park, abandoned building, or a bus or train station
- doubled-up with other people due to loss of housing or economic hardship
- a shelter

Please contact your child's school counselor for more information and to determine if you might qualify.

DO: 2025 - 2026 Directory Information Opt-Out Form

ROCK HILL SCHOOLS 2025-2026 DIRECTORY INFORMATION OPT-OUT

Directory Information is releasable upon request at the discretion of the principal of each school for specific and valid reasons. **I understand that directory information includes:**

- Student name
- Student address
- Telephone listing
- Email addresses
- Date and place of birth
- **Photographs (including for individual participation in yearbooks, class pictures, and newspaper articles)**
- Participation in officially recognized activities and athletics teams
- Weight and height of members of athletic teams
- Dates of attendance (both on an annual and daily basis)
- Grade level
- Major field of study
- Degrees received
- Most recent educational agency attended by the student
- Awards received

As the parent/guardian of a student attending Rock Hill Schools, I am requesting to opt my student OUT of the release of any of the directory information listed above and request that my child's directory information is NOT made available to a third party which includes school yearbooks, newspapers, class pictures, etc. I understand that my child will not be allowed to take school pictures and/or pictures for the yearbook.

Student's Name _____ Grade Level _____
First MI Last
Parent's Name _____ Date _____
Print
Parent's Signature _____

Please submit this request to the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

***This request is valid for the 2025-2026 school year only.**

For School Use Only:

SCHOOL: _____ Date Received: _____
Date of "Alert" in PowerSchool: _____ SIS Clerk Initials: _____

Parent Pledge and Closing Words for Parents

Lesslie Elementary School exists to provide every child with the best education possible. Working together we can develop students who enjoy learning and respect themselves and others. Join with us in this most important of all jobs, and we cannot fail.

As a Lesslie Elementary School parent, I pledge to:

- Listen to, talk to, and read to my child daily.
- Provide a time and place for completion of homework.
- Review daily/weekly papers with my child.
- Send my child to school regularly and on time.
- Expect my child to abide by classroom and school rules.
- Provide my child with necessary supplies.
- Attend PTO/SIC meetings when possible.
- Attend parent/teacher conferences as requested.
- Take an active role in my child's education.
- Volunteer at school when possible.

In closing, we want to remind you that we know these things:

- All children can and want to learn.
- All children possess a natural curiosity about their environment.
- All students can master basic academic skills.
- All children can take responsibility for their own behavior.
- All students can treat themselves and others with dignity and respect.
- All children can strive to be the best that they can be.

**Thank you for accessing your Parent & Student Handbook.
Please verify in the Parent Portal by completing the eCollect
Handbook Verification in Forms that you have read and
understand student expectations.**

